

1	LEP DATA Standards		
KDE Contact (Data Steward)	Gary Martin	Updated	8/5/14
Description	As new students from non-English language backgrounds are enrolled and continuing LEP (Limited English Proficient)/EL (English Learner) student records are updated, the processes referenced below should be followed to create and update LEP records and to ensure accurate data collection and reporting as required by Title III of the No Child Left Behind Act of 2001.		
Data Standard Reg sites, data use, etc.	<ul style="list-style-type: none"> <li>Title III of the <i>No Child Left Behind Act of 2001</i> <a href="http://www2.ed.gov/policy/elsec/leg/esea02/107-110.pdf">http://www2.ed.gov/policy/elsec/leg/esea02/107-110.pdf</a></li> <li><b>703 KAR 5:070</b></li> <li><a href="http://education.ky.gov/specialed/EL/Pages/English-Learners-and-Immigrant-Resources.aspx">Home Language Survey</a> available at <a href="http://education.ky.gov/specialed/EL/Pages/English-Learners-and-Immigrant-Resources.aspx">http://education.ky.gov/specialed/EL/Pages/English-Learners-and-Immigrant-Resources.aspx</a></li> <li><a href="http://education.ky.gov/specialed/EL/Pages/Data-Collection-Reporting-and-Monitoring-for-Immigrant-and-LEP.aspx">http://education.ky.gov/specialed/EL/Pages/Data-Collection-Reporting-and-Monitoring-for-Immigrant-and-LEP.aspx</a></li> </ul>		
How is data used	<ul style="list-style-type: none"> <li>Federal Reporting</li> <li>State Reporting</li> <li>Federal Funding</li> <li>State Funding</li> </ul>		
Noted Changes for current year	None		
Available Ad-Hoc & Reports	<p><b>Path: KY State Reporting   LEP Extract</b></p> <p><b>KY LEP Extract</b></p> <p>The LEP extract is generated by Kentucky School Districts to aid in maintaining data at a district level <b>throughout the year</b> and for data verification for final data extract by KDE. <b>The extract is to be continuously run</b> to validate data for eventual submission of LEP by the State.</p> <p><b>Inclusion criteria:</b></p> <ul style="list-style-type: none"> <li>Students in <b>Grades 00 - 14</b></li> <li>Student <b>must have been enrolled during the date range entered in the extract editor.</b></li> <li>Student <b>must have an LEP record with a Program Status of LEP</b></li> <li>Student <b>must have at least one LEP Service Type with a date range that overlaps the date range specified in the extract editor.</b> See page 15 for a list of Service Types. <ul style="list-style-type: none"> <li>If no end date on Service, assume end date = last instructional day of school year associated with student's most recent enrollment by start date.</li> </ul> </li> <li>Student <b>must have at least one LEP Instructional Accommodation with a date range that overlaps the date range specified in the extract editor.</b> See page 19 for a list of Accommodation Types. Only accommodations marked "Instructional" are considered. <ul style="list-style-type: none"> <li>If no end date on Accommodation, assume end date = last instructional day of school year associated with student's most recent</li> </ul> </li> </ul>		

enrollment by start date.

- 'Home Primary Language' field must be selected as a language other than English on Census.
- The LEP extract will include students who are withdrawn or inactive if they have an LEP record with a status of "LEP."
- The district extract should produce ONE record per student.
- The state extract should produce one record per district per student.

The screenshot shows the Infinite Campus District Edition interface. At the top, there's a navigation bar with 'Infinite Campus', 'District Edition', and 'Sandbox Test Site'. Below this, there are filters for 'Year' (13-14), 'School' (All Schools), and 'Calendar' (All Calendars). A left sidebar contains a list of reports, with 'LEP Extract' at the bottom. The main content area is titled 'KY LEP Extract' and includes a description: 'The LEP Extract provides a list of students with LEP (Limited English Proficiency) status. Students must have at least one instructional accommodation and at least one LEP Service type active during the date range of the report and a program status of "LEP" to pull. This report runs district-wide regardless of calendar selected in the toolbar.' Below this is a 'Note: Errors and Warnings cannot be produced via the Batch Reporting Tool (if enabled). Use the Generate Extract button to view errors and warnings.' The 'Extract Options' section includes a 'Date Range' (07/01/2013 to 06/30/2014) and a 'Grade Level' dropdown menu (All Grades, 00-14). The 'Format' is set to 'State Format(CSV)'. A red box highlights the 'Generate Extract' button. Below the button is a 'Batch Queue List' table with columns: Queued Time, Report Title, Status, and Download. The table is currently empty.

## Formats

Two formats are available: CSV and HTML. CSV is the most commonly used format and is needed for larger data sets. For smaller districts, HTML can be a quicker way to view the data in the report.

The warning report produces in HTML regardless of the format selection in the Extract Editor.

The LEP extract is generated by Kentucky School Districts to aid in maintaining data at a district level **throughout the year** and for data verification for a final data extract by KDE. **The extract is to be continuously run** to validate data for eventual submission of LEP by the State.

**KDE will conduct a data extract from Infinite Campus State Edition on October 15 of LEP enrollment on October 1 for Federal Reporting to the U.S. Department of Education. Districts will need to submit a secure file upload by October 15 for verification. The date range should be from October 1 to October 1 of the current school year.**

**End of the year data clean-up for the final LEP data extract should begin May 1<sup>st</sup>. this data is for the entire school calendar year. The final data extract from Infinite Campus State Edition will be June 1<sup>st</sup>. This data will be used for federal reporting and for district funding calculations. Districts will submit a secure file upload of their district LEP extract after the district's last day of school for LEP data verification.**

The error/warning page is a report that runs when the user clicks the "Generate Extract" button in the extract editor. The error/warning report will appear first. The user may then select the "Click Here" button to generate the actual report. The report generated will **not** include any student listed in the **critical error** section(s) of the report. Students listed in the **warning** section(s) are included.

**Critical Error: The following records do not have a selection of Bilingual / ESL type or have only FEP selected as a Bilingual / ESL type. These students will NOT be included on the LEP extract. (Number of Records:1)**

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
410	Knox Central High School	2032	MARICLE	JOHN	B

**Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records:1)**

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
410	Knox Central High School	2032	MARICLE	JOHN	B

**Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records:2)**

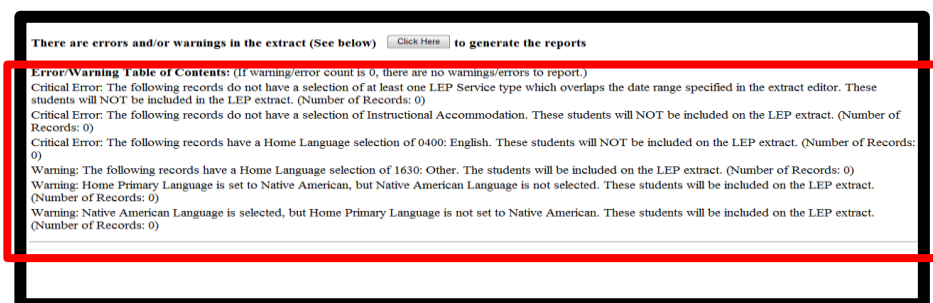
SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
023	Knox County Middle School	27823	JACKSON	JEREMIAH	
430	Jesse D Lay Elementary School	30088	CRISTOBAL	EDDIE	A

**Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)**

SchoolNumber	SchoolName	StateStudentID	LName	FName	MiddleInitial
410	Knox Central High School	2032	MARICLE	JOHN	B

**When all warning and critical errors are corrected, the Error/Warnings Table of Contents will show Number of Records: 0 after each category.**

**To generate the LEP report click the "click here" button.**



**NOTE: All error/warnings must be cleaned up and LEP data verified by May 31. KDE will pull data from IC State edition on June 1. This data will be used for funding**

	allocations and federal reporting. Districts will submit a secure file upload of the District's LEP extract for verification and increase accuracy of the LEP count.
<b>Available Training</b>	Campus Community <a href="http://education.ky.gov/specialed/EL/Pages/Data-Collection-Reporting-and-Monitoring-for-Immigrant-and-LEP.aspx">http://education.ky.gov/specialed/EL/Pages/Data-Collection-Reporting-and-Monitoring-for-Immigrant-and-LEP.aspx</a>
<b>1A</b>	Creating an LEP Record: Demographics Tab
<b>Campus Path:</b>	Census   People   Demographics

## Demographics Tab

Ensure the **Home Primary Language** and **Date Entered US School** fields are populated on the student's **Demographics** tab.

**Home Primary Language:** To be identified as LEP the 'Home Primary Language' field must be selected as a language other than English. Choose from an alphabetical list of world languages. Selection of 1630: OTHER will result in a warning and the student will be included on the LEP extract. Home language is defined as the language most frequently spoken at home. This information is obtained through question 1 on the [Home Language Survey](http://education.ky.gov/specialed/EL/Pages/English-Learners-and-Immigrant--Resources.aspx) available at <http://education.ky.gov/specialed/EL/Pages/English-Learners-and-Immigrant--Resources.aspx>. **In the case of a foreign-born student living in an English speaking home of his/her adopted family, choose the student's native language.** If a student's Home Primary Language is Native American, select Native American from the home language drop down menu. Then select the specific Native American Home Language from this drop down menu.

Special Ed  
Student Locator  
Reports  
Instruction  
Census  
My Data  
Staff Request Processor  
People  
Households  
Addresses  
Portal Request Processor  
Add Person  
Add Household  
Add Address  
Staff Locator  
Census Wizard  
Reports  
Behavior  
Health  
Attendance  
Scheduling  
Fees  
Grading & Standards  
Medicaid  
Programs  
Ad Hoc Reporting  
Transcripts

School Choice | Credentials | Overrides | Fees | Pro Dev | Pro Dev Totals | ID History

**Demographics** | Identities | Households | Relationships | Enrollments | District Employment

Save | Delete | Person Summary Report | Demographics Data

**Person Information**  
 PersonID: 5979  
 \*Last Name: CRISTOBAL | \*First Name: DOCTOR | Middle Name: | Suffix:   
 \*Gender: Male | \*Birth Date (Age: 17): 12/21/1996 | Soc Sec Number:   
 No Image Available

**Race/Ethnicity (Edit)**  
 State Race/Ethnicity: 1:Hispanic/Latino  
 Federal Designation: 1:Hispanic/Latino  
 Race(s): White  
 Hispanic/Latino: Y:Yes  
 Race/Ethnicity Determination: 04:Unknown

Birth Country:   
 Date Entered US:   
 Date Entered US School: 06/05/2012  
 Original KY School Entry:   
 Birth Certificate:   
 Home Primary Language: Spanish (1380)  
 Native American Language: Select a Value  
 Nickname:   
 Comments:   
 Upload Picture

- Modified by: Unknown

**Person Identifiers**  
 Local Student Number: 5979

**Native American Home Language:** This drop down menu will only become available if under the Home Language drop-down tab, Native American is chosen. Choose from an alphabetical list of Native American languages. If the language is not on this list, choose *OTHER*.

If additional information is added to the Demographics tab, save the additional information once entered.

1B

Creating an LEP Record: Entering W-APT Scores

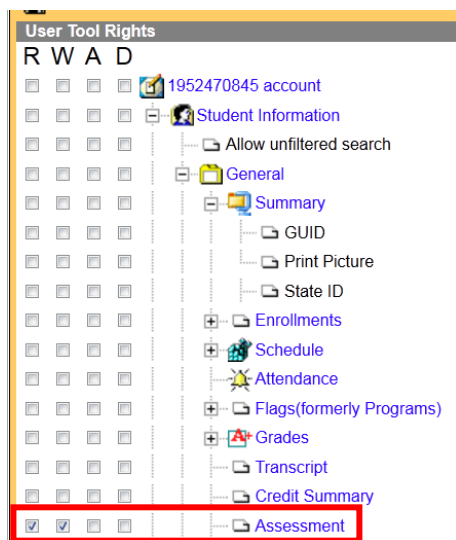
Campus Path:

Student Information|General|Assessment

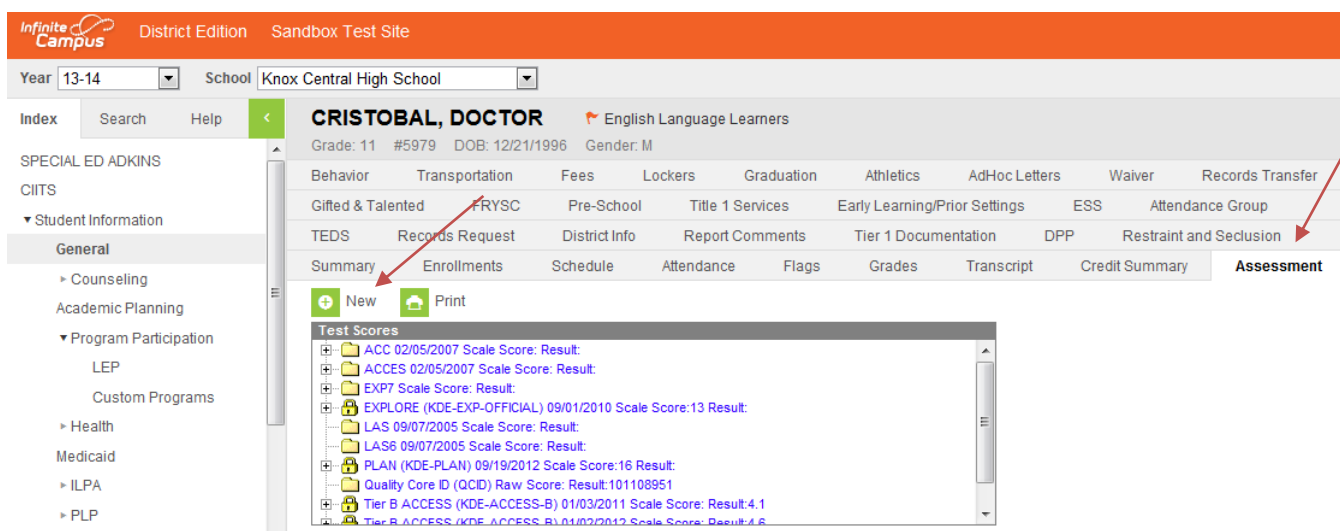
## Tool Rights

**PATH:** *System Administration > User Security > User > Tool Rights*

Users must be given at least **R**(ead) and **W**(rite) edits to the Assessment Tab in order to enter W-APT scores.



To enter W-APT scores, begin search for a student by selecting the Search tab. Enter the student's last name in the search field. Click Go. Select the student from the list of results. Navigate to the student's Assessment tab.



Select New and then open the Test dropdown list.

The screenshot shows a software interface with a top navigation bar containing tabs: Behavior, Transportation, Fees, Lockers, Graduation, Athletics, AdHoc Letters, Waiver, Records Transfer, Gifted & Talented, FRYSC, Pre-School, Title 1 Services, Early Learning/Prior Settings, ESS, Attendance Group, TEDS, Records Request, District Info, Report Comments, Tier 1 Documentation, DPP, Restraint and Seclusion, Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, Credit Summary, and **Assessment**. Below the tabs are buttons for '+ New' and 'Print'. A 'Test Scores' list is visible, showing various tests like ACC, ACCES, EXP7, EXPLORE, LAS, LAS6, PLAN, Quality Core ID, and Tier B ACCESS. Below this is a 'New Test' section with a dropdown menu titled 'Test - Choose the parent test then update test/strand scores'. The dropdown menu is open, showing a list of tests: ACC (), ACCES (), ACT (), CAT08 (), CAT09 (), CATS (), CSI (), CTBS (), DIAGM (), ELIT (), EXP7 (), LAS (), LAS6 (), Mike Class Rank (), Mike Teacher Scored (), On Demand Writing (KDE-ODW), PLAN (), PLAS6 (), PSAT (), Quality Core ID (QCID), SAT (), SRI (), STAR (), and W-APT (KDE-W-APT). A red arrow points to the 'W-APT (KDE-W-APT)' option at the bottom of the list.

Scroll down to view more options until you see the W-APT test. Open the calendar to select the date the assessment was taken. Enter the selected student's Assessment Result for each component of the W-APT test:

- Composite
- Listening
- Reading
- Speaking
- Writing

Grade: 11 #5979 DOB: 12/21/1996 Gender: M

Behavior	Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Letters	Waiver	Records Transfer
Gifted & Talented	FRYSC	Pre-School	Title 1 Services	Early Learning/Prior Settings	ESS	Attendance Group		
TEDS	Records Request	District Info	Report Comments	Tier 1 Documentation	DPP	Restraint and Seclusion		
Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary	<b>Assessment</b>

**Test Scores**

- ACC 02/05/2007 Scale Score: Result:
- ACCES 02/05/2007 Scale Score: Result:
- EXP7 Scale Score: Result:
- EXPLORE (KDE-EXP-OFFICIAL) 09/01/2010 Scale Score:13 Result:
- LAS 09/07/2005 Scale Score: Result:
- LAS6 09/07/2005 Scale Score: Result:
- PLAN (KDE-PLAN) 09/19/2012 Scale Score:16 Result:
- Quality Core ID (QCID) Raw Score: Result:101108951
- Tier B ACCESS (KDE-ACCESS-B) 01/03/2011 Scale Score: Result:4.1
- Tier B ACCESS (KDE-ACCESS-B) 01/02/2012 Scale Score: Result:4.6

**Test Score Detail**

**W-APT**

Date:

Proficiency Level:

Comments:

	Scale Score	Result
Composite	<input type="text"/>	<input type="text"/>
Listening	<input type="text"/>	<input type="text"/>
Reading	<input type="text"/>	<input type="text"/>
Speaking	<input type="text"/>	<input type="text"/>
Writing	<input type="text"/>	<input type="text"/>

The W-APT scores are now part of the Assessment Tab.

Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary	<b>Assessment</b>
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**Test Scores**

- PLAN (KDE-PLAN) 09/19/2012 Scale Score:16 Result:
- Quality Core ID (QCID) Raw Score: Result:101108951
- Tier B ACCESS (KDE-ACCESS-B) 01/03/2011 Scale Score: Result:4.1
- Tier B ACCESS (KDE-ACCESS-B) 01/02/2012 Scale Score: Result:4.6
- W-APT (KDE-W-APT) 09/11/2013**
  - Composite (LC) Scale Score: Result:4.0
  - Listening (LL) Scale Score: Result:3.6
  - Reading (LR) Scale Score: Result:3.7
  - Speaking (LS) Scale Score: Result:3.3
  - Writing (LW) Scale Score: Result:3.4

**Test Score Detail**

**W-APT**

Date: 09/11/2013

Proficiency Level: EXP: Expanding 4.0 - 4.9

Comments:

	Scale Score	Result
Composite	<input type="text"/>	4.0:4.0(4.000)
Listening	<input type="text"/>	3.6:3.6(3.600)
Reading	<input type="text"/>	3.7:3.7(3.700)
Speaking	<input type="text"/>	3.3:3.3(3.300)
Writing	<input type="text"/>	3.4:3.4(3.400)

The Student's W-APT Scores are also now available in the LEP Assessments Tab (read-only).

Districts do **not** need to enter ACCESS scores. The Office of Assessment and Accountability (OAA) will push down the scores into Infinite Campus after the verification process.

1C

Creating an LEP Record: Program Status

Campus Path:

Student Information | Program Participation | LEP | LEP

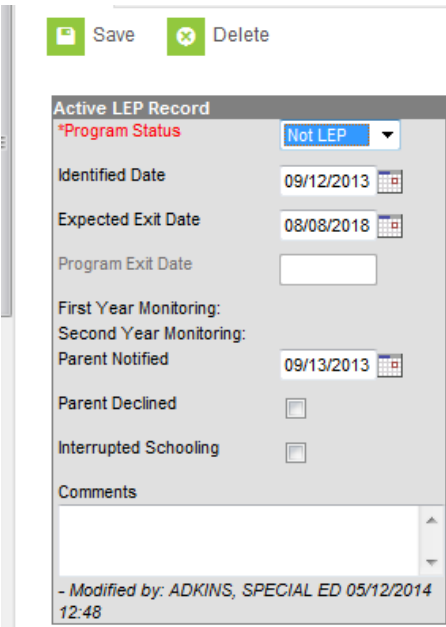
The screenshot displays the Infinite Campus LEP record creation interface for student CRISTOBAL, DOCTOR. The interface includes a sidebar with navigation options, a top header with student details, and a main form area with tabs for LEP, LEP Assessments, LEP Services, and LEP Accommodations. The LEP tab is active, showing fields for Program Status, Identified Date, Expected Exit Date, Program Exit Date, First Year Monitoring, Second Year Monitoring, Parent Notified, Parent Declined, Interrupted Schooling, and Comments. A red box highlights the 'Program Participation' section in the sidebar.

1. Select the current Program Status based on student's W-APT or ACCESS Scores. This value indicates the student's **current** LEP status. See the **Program Status - Descriptions** table below for more information about each available option.
2. If the student has taken an Initial Determination Test (for example, the W-APT) and was found eligible, enter the **Identified Date**. This is the date the student was identified as eligible for a LEP program or services. If the student is eligible and currently receiving LEP services, enter the **Expected Exit Date**. This is the date the student is expected to exit the LEP program. LEP students are expected to reach English language proficiency within five to seven years of instruction in a language instruction educational program.
3. If the student is exiting their LEP program or services, enter the **Program Exit Date**. Enter Program Exit Date as the student's first day of enrollment in the next school year after the school year of achieving the ACCESS scores to exit.
4. If the student has taken an Initial Determination Test (such as the WAPT) and was found eligible for LEP services, enter the **Parent Notified** date. This is the date the student's parent(s) were notified of the test results and whether or not the student is eligible or not eligible for LEP services. The results of the English language screener and the program service plan (PSP) must be shared with the parents within



the first 30 days of the school year or within two weeks of enrollment during the school year. Written documentation and/or oral interpretation should be provided to parents/guardians, to the extent practical, in a language that they can understand.

5. If the student's parents were notified and refused LEP services, mark the **Parent Declined** checkbox.
6. Enter any **Comments** about the student's LEP record.
7. Select the Save button.

Program Status - Descriptions	
Program Status	Description
<b>Not LEP ( IFEP - Initially Fully English Proficient)</b>  	<p>703 KAR 5:070 defines Not LEP (<b>IFEP</b>) as a student who is screened for English language proficiency because he/she comes from a non-English language background and upon initial assessment of English language proficiency scores Full English Proficiency (FEP). This initial screening assessment of English language proficiency should occur when the student first enters a school district in the United States. The student does not qualify as LEP because of their fully English proficient status.</p> <p>Select this option if a student has taken the WIDA Access Placement Test (W-APT) and scored a 5.0 overall composite to warrant Initially Fully English Proficient (IFEP).</p> <p>An IFEP student is not considered an LEP student and should not receive LEP services or have a Program Services Plan (PSP).</p> <ul style="list-style-type: none"> <li>• IFEP status cannot be assigned to a kindergarten student.</li> <li>• A kindergarten student who has taken the W-APT test must be enrolled as an LEP student, have a PSP regardless of the score, and take ACCESS in January.</li> <li>• Grades 1-12 students identified as IFEP will not take ACCESS in January.</li> </ul>
<b>LEP – (Limited English Proficient)</b>	<p>703 KAR 5:070 defines <b>LEP</b> as An individual:</p> <ol style="list-style-type: none"> <li>a) Who is age 3 through 21.</li> <li>b) Who is enrolled or preparing to enroll in an elementary or secondary school.</li> <li>c) Who was born in the United States or whose native language is a language other than English (who is Native American or an Alaskan Native, or a native resident of the outlying areas and who comes from an environment where a language other than English has had a significant impact on the individual's level of English Language Proficiency or who is migratory, whose native</li> </ol>

**Active LEP Record**

\*Program Status: LEP

Identified Date: 09/12/2013

Expected Exit Date: 08/08/2018

Program Exit Date:

First Year Monitoring:

Second Year Monitoring:

Parent Notified: 09/13/2013

Parent Declined: ☐

Interrupted Schooling: ☐

Comments:

- Modified by: ADKINS, SPECIAL ED 05/12/2014 12:48

language is a language other than English, and who comes from an environment where a language other than English is dominant).

d) Whose difficulties in listening, speaking, reading or writing the English language may be sufficient to deny the individual:

- i. The ability to meet the state's proficient level of achievement on state assessments described in section 1111(b) (3).
- ii. The ability to successfully achieve in classrooms where the language of instruction is English or
- iii. The opportunity to participate fully in society.

Select this option if the student is identified as **LEP** as a result of the W-APT (below 5.0 overall composite) **or** has not yet met the exit criteria of 5.0 or higher Overall Composite Proficiency Level on a Tier B or a Tier C AND a Literacy Composite Proficiency Level of 4.0 or higher on a Tier B or C ACCESS for ELLS®) as a student in the 1<sup>st</sup> grade or above.

1. **Record must have at least one LEP Service type selected.**
2. **Record must have at least one Instructional Accommodation selected.**

3. For initial enrollment of an LEP student enter:

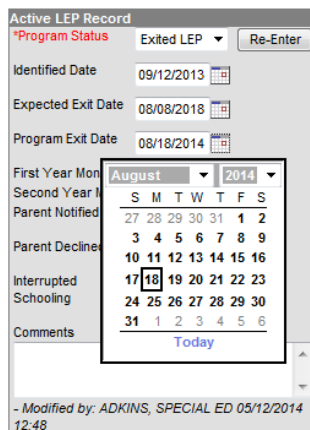
- **Identified Date:** This date should reflect the date the student took the W-APT Screener/Initial Determination Test. This date is used to determine if the student is participating in an LEP program with a score below 5.0 overall composite on the W-APT -- *A kindergarten student who has taken the W-APT test must be enrolled as an LEP student, have a PSP regardless of the score, and take ACCESS in January to warrant Initially Fully English Proficient.*
- **Expected Exit Date:** the month, day and year (##/##/####) that an LEP student is expected to exit from LEP status. LEP students are expected to reach English language proficiency within five to seven years of instruction in a language instruction educational program. For students who had English instruction in the home country, allow 5 years. For students with no English instruction in the home country before entering a U.S. school, allow 7 years.
- **Parent Notified Date:** the date the

student's parent(s) were informed of

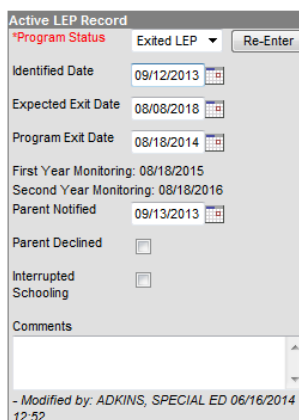
- W-APT test results that the student was initially eligible or not eligible for LEP services.
- If the student's parents were notified and declined LEP services, mark the **Parent Declined** checkbox. **Note:** If the parent declines services, it is still necessary to choose the LEP Service Type: Sheltered English Instruction and LEP accommodations because this indicates that the student is being provided alternative instruction in the regular classroom based on Office for Civil Rights (OCR) program requirements for language minority children.

### Exited LEP (RFEP -Re-designated Fully English Proficient)

 Save  Delete



 Save  Delete



703 KAR 5:070 defines Exited LEP (**RFEP**) as a student who after having been designated LEP based on the initial assessment of English language proficiency, subsequently scores FEP on the assessment of English language proficient.

Select this option if the student has reached the FEP Attainment level (*meets the exit criteria of 5.0 or higher Overall Composite Proficiency Level on a Tier B or a Tier C AND a Literacy Composite Proficiency Level of 4.0 or higher on a Tier B or C ACCESS for ELLS®*) as a student in the 1<sup>st</sup> grade or above.

Enter **Program Exit Date** as the student's first day of enrollment in the next school year.

Click **Save**

**The saved record will calculate:**

**First Year Monitoring:** A read-only field calculated as exactly one year from the **Program Exit Date**.

**Second Year Monitoring:** A read-only field calculated as exactly two years from the **Program Exit Date**.

The **Identified Date** will remain the date the student was initially identified LEP.

## Pending

LEP LEP Assessments LEP Service

Save Delete

Active LEP Record

\*Program Status Pending

Identified Date 09/12/2013

Expected Exit Date 08/08/2018

Program Exit Date

First Year Monitoring:

Second Year Monitoring:

Parent Notified 09/13/2013

Parent Declined ☐

Interrupted Schooling ☐

Comments

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**Pending** - Student has been identified as possibly needing LEP services by the school through the Home Language Survey (HLS) but no formal LEP determination (W-APT) has been conducted.

### LEP Tab Fields - Descriptions

Fields	Description
<b>Program Status</b>	Indicates the student's LEP status. Options include: <ul style="list-style-type: none"> <li><b>Not LEP</b> (IFEP) - The student is not eligible and does not require an LEP program.</li> <li><b>LEP</b> - Student is currently receiving LEP services.</li> <li><b>Exited LEP</b> (RFEP) - Student has exited the LEP program.</li> <li><b>Pending</b> - Student has been identified as possibly needing LEP services by the school but no formal LEP determination has been conducted.</li> </ul>
<b>Identified Date</b>	Indicates the date the student was identified as eligible for an LEP program or services. This date should reflect the date the student took the W-APT. This date is used to determine if the student is participating in an LEP program.
<b>Expected Exit Date</b>	Indicates the date the student is expected to exit the LEP program. Enter the month, day and year (##/##/####) that an LEP student is expected to exit from LEP status. LEP students are expected to reach English language proficiency within five to seven years of instruction in a language instruction educational program. For students who had English instruction in the home country, allow 5 years. For students with no English instruction in the home country before entering a U.S. school, allow 7 years.
<b>Program Exit Date</b>	Indicates the date the student exited the LEP program. An LEP student exits the LEP program when the student has reached the attainment level ( <i>meets the exit criteria of 5.0 or higher Overall Composite Proficiency Level on a Tier B or a Tier C AND a Literacy Composite Proficiency Level of 4.0 or higher on a Tier B or C ACCESS for ELLS®</i> ) as a student in the 1 <sup>st</sup> grade or above. The program exit date is the <b>month, day and year (##/##/####)</b> of the <b>student's first day of enrollment in the next school year</b> . Federal reporting continues to track LEP students for two years beyond

	the date entered in this field. This information is reflected in the <b>First Year Monitoring</b> and <b>Second Year Monitoring</b> fields.
<b>First Year Monitoring</b>	A read-only field calculated as exactly one year from the <b>Program Exit Date</b> . This field is used by federal reports for tracking and reporting purposes.
<b>Second Year Monitoring</b>	A read-only field calculated as exactly two years from the <b>Program Exit Date</b> . This field is used by federal reports for tracking and reporting purposes.
<b>Parent Notified</b>	Indicates the date the student's parent(s) were notified about the student being eligible for LEP services.
<b>Parent Declined</b>	If marked, this field indicates the student's parent(s) declined LEP services.
<b>Comments</b>	Any comments related to the student's LEP record. 500 character maximum.
<b>Home Primary Language</b>	<p>A read-only display of the student's current Home Primary Language value.</p> <p>⚠ This field is populated based on values set in the Home Primary Language field found on the Identities tab. This value <b>MUST</b> be set in order to create an LEP record.</p> <p>⚠ If no Home Primary Language value is established on the student's <u>Identities</u> tab, the default value established for the field within the Attribute/Dictionary will report in the Home Primary Language Field on the student's LEP tab.</p>
<b>First Entered US School</b>	<p>A read-only display of the date the student first entered a U.S. school.</p> <p>This field is populated based on the date entered in the First Entered US School field found on the Identities tab.</p>
<b>Interrupted Schooling</b>	Student missed school <b>a continuous month or more</b> of the school year either because of withdrawal and subsequently re-enrolling, or because of absence.

1D	Creating an LEP Record: LEP Services
----	--------------------------------------

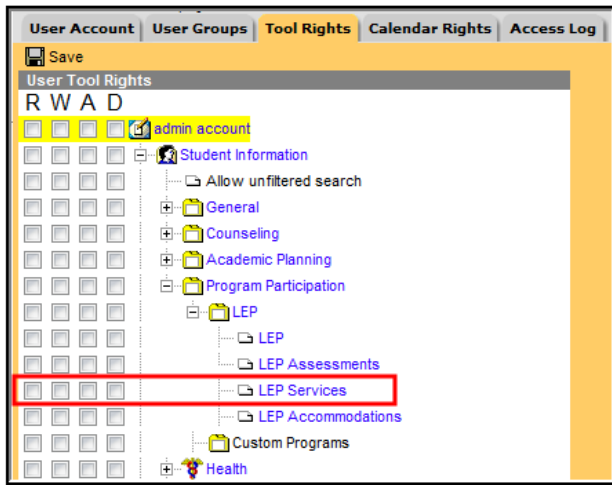
Campus Path:	Student Information Program Participation LEP  LEP Services
--------------	-------------------------------------------------------------

The LEP Services tab is used to keep track of LEP services a student receives while participating in an LEP program. Students may participate in several programs with varying start and end dates. Decisions about the type(s) of LEP Services provided are based on the student's current level of English proficiency (W-APT scores or ACCESS Scores). Users should refer to the WIDA Can Do Descriptors [www.wida.us](http://www.wida.us) that correspond to the English learner's current level of proficiency prior to making decisions about LEP Service types. LEP services **DO NOT** need to be end dated yearly. However, they are to be reviewed yearly, within the first thirty days of the school year, as part of the PSP committee meeting. Decisions on beginning and ending LEP services provided to English Learners are based on the student's most recent ACCESS Scores and corresponding level of English proficiency using the WIDA Can Do Descriptors as well as the current school context.

### Tool Rights

**PATH:** *System Administration > User Security > User > Tool Rights*

Users must be given at least **R**(ead) and **W**(rite) edits to the LEP Services tool in order to edit LEP service records.



To enter a new LEP service:

1. Select the **New** button. The LEP Services Detail editor will appear below.
2. Enter the service **Start Date**.
3. Select the **Service Type**.
4. If the parent refused the service, check the **Parent Refused Services** and enter the **Date Refused** (if desired).
5. Enter any **Comments** about the service.
6. Select the **Save** icon. The service will appear in the LEP Services window.

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	

**LEP Services Detail**

\*Start Date:

End Date:

\*Service Type:

☐ Parent Refused Services  
Date Refused:

Comments:

## End Dating LEP Services:

Decisions on beginning and ending LEP services provided to English Learners are based on the student's most recent ACCESS Scores and corresponding level of English proficiency as well as the current school context. LEP services do not need to be end dated at the end of each school year. However, they are to be reviewed yearly, within the first thirty days of the school year, as part of the PSP committee meeting. **When students transfer out of the district, LEP Services are to be end dated.** To end date a service type that the student is no longer receiving.

1. Select the Service Type
2. Enter the date the service ends
3. Select the **Save** icon.

The screenshot shows the 'LEP Services' tab in a software interface. At the top, there are tabs for 'LEP', 'LEP Assessments', 'LEP Services', and 'LEP Accommodations'. Below these are buttons for 'New', 'Save', and 'Delete'. A table titled 'LEP Services' lists two entries: 'HLA: Heritage Language' with a start date of 08/08/2012, and 'POE: Pull-Out ESL Resource' with a start date of 08/03/2011. A red arrow points from the 'POE: Pull-Out ESL Resource' row to the 'LEP Services Detail' form below. The form has fields for 'Start Date' (08/03/2011), 'End Date' (empty), and '\*Service Type' (POE: Pull-Out ESL Resource). There is also a checkbox for 'Parent Refused Services' and a 'Comments' section with the text 'Data received from data conversion on 10/17/2012.' A footer note reads '-Modified by: ADKINS, SPECIAL ED 06/16/2014 01:58 PM'.

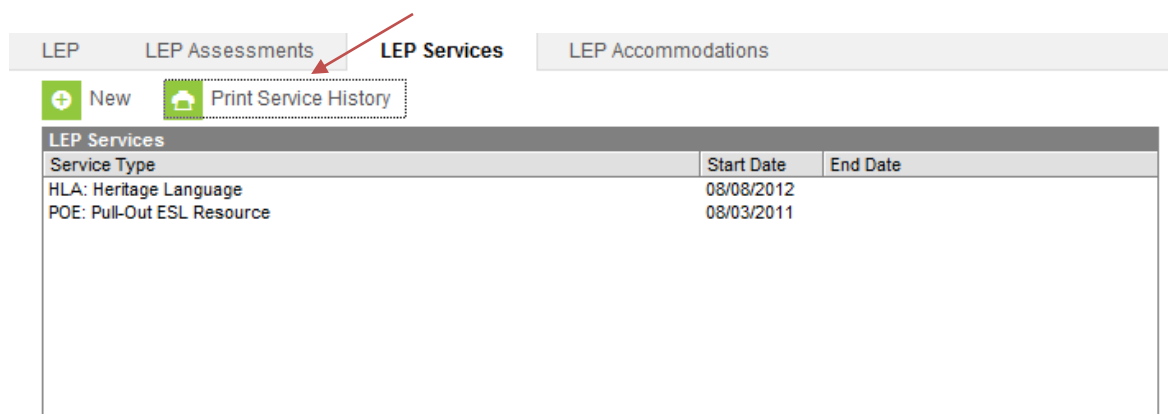
LEP Service Types - Description	
<b>Content area tutoring</b>	Programs that provide one-on-one or small group tutoring/assistance to ELLs during school hours in the content areas, including English language arts, mathematics, science and social studies. Tutoring is generally provided by teachers other than bilingual or ESL teachers and may be provided by an aide under the direction of a teacher.
<b>Content-based ESL</b>	Programs in which English is taught through the content areas of mathematics, English language arts, science and social studies
<b>Developmental bilingual education</b>	Programs (sometimes called "late-exit," "maintenance," or "one-way dual language" programs) that use the primary language of the ELLs as the medium of instruction.
<b>Heritage language</b>	Programs use the non-English language background (heritage language) of the students as the primary language of instruction to renew/reclaim that language

	(e.g., Native American languages). The program also provides instruction in and through English.
<b>Pull-out ESL/Resource</b>	Programs remove ELLs from general education classes to pre-teach, teach or re-teach English language skills and/or academic content covered by the general education classroom teacher.
<b>Sheltered English instruction</b>	Programs often serve ELLs from more than one language background. Instruction is in English and adapted to the student's English proficiency levels and provides modified curriculum-based content
<b>Structured English immersion (Push-In)</b>	Programs in which ESL teachers or bilingual instructional aides provide linguistic and academic support to ELLs in the general education classrooms
<b>Transitional bilingual education</b>	Programs use the primary language of the ELLs in instruction while they acquire English. The language of instruction for ELLs is gradually transferred into English only.
<b>Two-way immersion</b>	(sometimes called "two-way dual language") - Programs are bilingual programs that serve English proficient speakers and English language learners (ELLs) in the same classroom. Both English and the primary language of the ELL are used in content and language arts instruction.

LEP Fields - Descriptions	
Field	Description
<b>Start Date</b>	The start date of the LEP service.
<b>End Date</b>	The end date of the LEP service.
<b>Service Type</b>	The type of service provided to the student.
<b>Parent Refused Services</b>	Indicates the parent refused the LEP service
<b>Date Refused</b>	The date the parent refused the LEP service. This is an optional field.
<b>Comments</b>	Comments about the LEP Service

## Printing the Service History

Users can print a detailed history of a student's LEP services.



The screenshot shows a navigation bar with four tabs: 'LEP', 'LEP Assessments', 'LEP Services', and 'LEP Accommodations'. Below the tabs are two buttons: 'New' (with a plus icon) and 'Print Service History' (with a printer icon). A red arrow points to the 'Print Service History' button. Below the buttons is a table titled 'LEP Services' with the following data:

Service Type	Start Date	End Date
HLA: Heritage Language	08/08/2012	
POE: Pull-Out ESL Resource	08/03/2011	

To print a student's LEP service history, click the **Print Service History** button. The report will appear in a separate window in PDF format.



Image 4: Printing a Student's LEP History

To print a student's LEP service history, click the **Print Service History** button. The report will appear in a separate window in PDF format.

<p><b>10-11</b> <b>Simmons Elementary</b> Generated on 11/21/2011 01:25:34 PM Page 1 of 1</p>	<p><b>, Ashley - LEP Services</b> Grade: 06 State ID:  LEP Status:  Date Identified: N/A Exit Date: N/A</p>
-------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

Service Name	State Service Name	Start Date	End Date	Parent Refused	Con
Content Area Tutoring	Content Area Tutoring	01/06/2011		No	
Spanish Class	Heritage Language	01/05/2011	01/05/2011	Yes	
Oral Interpretation	Oral Interpretation	11/02/2010	12/29/2010	No	

## 1E

### Creating an LEP Record: Accommodations

#### Campus Path: Student Information | Program Participation | LEP | LEP Accommodations




The LEP Accommodations tab is used to track and manage LEP Instructional and Assessment Accommodations provided to an English Learner during a school year and throughout a student's school career. Decisions about the type(s) of LEP Instructional and Assessment Accommodations provided are based on the student's current level of English proficiency (W-APT scores or ACCESS Scores). Users should refer to the WIDA Can Do Descriptors ([www.wida.us](http://www.wida.us)) that correspond to the English Learner's current level of proficiency prior to making decisions about LEP Accommodations. Both instructional and assessment accommodations have start date and can be end dated. The LEP Accommodations Tab is used to keep track of LEP Instructional and Assessment Accommodations a student receives while participating in an LEP program. The English Learner's performance on the annual English Language Proficiency assessment in conjunction with professional judgment determines when accommodations are no longer required and should be end dated. **LEP Accommodations DO NOT need to be end dated each year.** However, LEP Accommodations are reviewed yearly, within the first thirty days of the school year, as part of the PSP committee meeting. Assessment accommodations must be consistent with the on-going delivery of instructional services (Instructional Accommodations). Implementation of Assessment Accommodations should not impact the content being measured. Allowable Instructional and Assessment Accommodations include those listed below. For detailed explanations of accommodations refer to 703 KAR 5:070

#### Entering LEP Accommodations

To enter a new LEP accommodation:

1. Select the **New** button. The LEP Accommodations Detail editor will appear open.
2. Enter the accommodation **Start Date**.
3. Select the **Accommodation Type**.
4. Enter any **Comments** about the accommodation.
5. Select the **Save** icon. The accommodation will appear in the LEP Accommodations window.

LEP LEP Assessments LEP Services **LEP Accommodations**

 New  Save  Delete

Name	Type	Start Date	End Date
SL-A: Simplified Language	A	09/20/2012	
SL-I: Simplified Language	I	09/20/2012	
AMT-I: Adapted Materials/Technology	I	09/20/2012	
ET-I: Extended Time	I	08/03/2011	
ET-A: Extended Time	A	08/03/2011	

LEP Accommodations Detail

\*Start Date

End Date




\*Accommodation Type

Comments

To end an LEP accommodation:

1. Select the **Accommodation**
2. Enter the **End Date** of the accommodation
3. Select the **Save** icon.

LEP LEP Assessments LEP Services **LEP Accommodations**

 New  Save  Delete

Name	Type	Start Date	End Date
SL-A: Simplified Language	A	09/20/2012	
SL-I: Simplified Language	I	09/20/2012	
AMT-I: Adapted Materials/Technology	I	09/20/2012	
ET-I: Extended Time	I	08/03/2011	
ET-A: Extended Time	A	08/03/2011	

LEP Accommodations Detail

\*Start Date

End Date

\*Accommodation Type

Comments

-Modified by: PARROTT, AMBER 10/22/2012 03:24 PM

LEP Accommodations are to be reviewed yearly as part of the PSP committee meeting. LEP Accommodations **DO NOT** need to be end dated at the end of the year. When student **transfers** out of the district, **all accommodations are end dated**. Decisions on beginning and ending accommodations provided to English Learners are based on the student's most recent ACCESS Scores and corresponding level of English proficiency. (See above for more detailed explanation.)

Code	Accommodation	Accommodation Type
RTE-I	Read Text in English	Instructional
SB-I	Scribe Response	Instructional
BED-I	Bilingual/English Dictionary	Instructional
PC-I	Prompting/Cueing	Instructional
VO-I	Provide Visuals/Organizers	Instructional
SP-I	Use Spellcheck	Instructional
CO-I	Provide Content Objectives	Instructional
AC-I	Engage in Academic Conversations	Instructional
MC-I	Meta-Cognitive Strategies	Instructional
ONLS-I	Oral Native Language Support	Instructional
RTP-I	Read Text in Primary Language	Instructional
ET-I	Extended Time	Instructional
SGSF-I	Small Group/Single Form Test	Instructional
AMT-I	Adapted Materials/Technology	Instructional
PL-I	Link Instruction to Prior Learning	Instructional
BK-I	Build Background Knowledge	Instructional
SR-I	Scaffold Responses	Instructional
BEG-I	Bilingual or English Glossary	Instructional
SL-I	Simplified Language	Instructional
AT-I	Assistive Technology	Instructional
API-I	Adapt Pace of Instruction	Instructional
CS-I	Use Computer/Software	Instructional
MC-L	Model Language/Task Completion	Instructional
IO-I	Interaction Opportunities	Instructional
LO-I	Provide Language Objectives	Instructional
RLC-A	Reader (w/limited conditions)	Assessment
SL-A	Simplified Language	Assessment
BED-A	Bilingual/English Dictionary	Assessment
ET-A	Extended Time	Assessment
ONLS-A	Oral Native Language Support	Assessment
AT-A	Assistive Technology	Assessment
SB-A	Use of Scribe	Assessment
BEG-A	Bilingual/English Glossary	Assessment
PC-A	Prompting/Cueing	Assessment

To print a student's LEP accommodation history, click the **Print Accommodation History** button. The report will appear in a separate window in PDF format.

<b>06001 Aberdeen 06-1 District</b> Generated on 01/18/2012 11:27:11 AM Page 1 of 1	<b>Administrator, System - LEP Accommodation</b> Grade:    State ID: LEP Status: Date Identified: N/A    Exit Date: N/A
----------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

<b>INSTRUCTIONAL</b>				
District Accommodation Name	State Accommodation Name	Start Date	End Date	Comment
Extra Time	Extra Time	01/05/2011	01/10/2012	
<b>ASSESSMENT</b>				
District Accommodation Name	State Accommodation Name	Start Date	End Date	Comment
German Dictionary	bilingual dictionary	01/18/2012		
Assistive Technology	Assistive Technology	01/07/2010	01/05/2011	

<b>1F</b>	<b>Transferring LEP Records</b>
<b>Campus Path:</b>	<b>Student Information &gt; Student Locator</b>

**PURPOSE:** To provide instruction on transferring student LEP records from one district to another using Infinite Campus.

<b>Definitions</b>	
Former District	District student is transferring from; students previously enrolled district
New District	District student is transferring to; district student is enrolling in

#### 1. Former (Originating) District: prepping for transfer

- The former (originating) district must end-date the enrollment of the student before the new (receiving) district requests a transfer for all transfer functionality to work correctly.
- The former (originating) district must end date LEP Accommodations and LEP Services. See section 1D and 1E in this document for instructions on how to end date LEP Services and Accommodations

#### New District requests a student's records transfer

**Path:** *Student Information > Student Locator > Enter last name, first name and gender*

- Click Search

Name	State ID	Gender	Birth Date	%
Newton, Test2	2120359583	M	04/16/1995	100

Last Name:   
 First Name:   
 Gender:   
 Birth Date:   
 Middle Name:   
 SSN #:   
 State ID:

1. Select appropriate student, if you hover over student's name, you will see the student's most recent enrollment in the state.
2. Enter required fields
  - a. **Last Name** will populate from student's previous enrollment
  - b. **First Name** will populate from student's previous enrollment
  - c. **Gender** will populate from student's previous enrollment
  - d. **Birth Date** will populate from student's previous enrollment
  - e. **Race/Ethnicity**: Select student's race from drop list
  - f. **Calendar** will default to School Year and School selected
  - g. **Schedule**: Select appropriate schedule
  - h. **Grade**: Select student's current grade
  - i. **Start Date**: Enter date student enrolls in your school (first day of attendance)
  - j. **Start Status**: Select R21: Transfer from a KY school outside of district
  - k. **Service Type**: Select appropriate Service Type from drop list
3. Click **Save**. Student Records Transfer will show former district enrollment information
4. Click Submit Request

**Student Records Transfer**

**Request a Records Release**  
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

<b>Student:</b>		<b>Enrollment Type:</b> Primary	
Last Name	Newton	First Name	Test2
Gender	M	Birthdate	04/16/1995
Grade	10	School	09-10 LYNN CAMP HIGH SCHOOL
Middle Name		SSN	
		Start Date	09/15/2009

**Requesting District & User**

District	301 Knox County	Name	System Administrator	Username	admin
Request Date	09/15/2009	Work Phone		Email	

Comments

Status will then appear on screen

Status: Waiting for former district to release records.

The new district's Process Inbox and the student's Records Transfer tab will both display a waiting status until the former district responds. During this time, the new district will not know what district the student previously attended.

### Former District responds to the records request

Process Inbox will display a Request to release records

Process Inbox			
Process	Step	Posted Date	Due Date
Records Transfer	Request for you to release:	09/15/2009	

#### 1. Select the link

Records Transfer Boaz, Kaeleb #

Student:		Enrollment Type: Primary	
Last Name	Boaz	First Name	Kaeleb
Gender	M	Middle Name	Michael
Birthdate	12/21/1992	SSN	
Grade	10	School	09-10 LYNN CAMP HIGH SCHOOL
Start Date	09/10/2009	Overlap	08/04/2009-06/03/2010
09-10 Warren Central High Scho Grade: 11			

Requesting District & User

District	301 Knox County	Name	System Administrator	Username	admin
Request Date	09/10/2009	Work Phone		Email	
Comments					
None					

Releasing District & User

District	571 Warren County	Name	System Administrator	Username	admin
Release Date	09/10/2009	Work Phone		Email	
Comments					

Release Records Reject Request Ignore Request

NOTE: The Overlap indicator only appears if a student's enrollment in his/her former district has not been ended. Overlaps can be resolved by selecting the Edit link. User will then be redirected to the student's enrollment tab.

Overlap Edit (08/04/2009-06/03/2010) 09-10 Warren Central High Scho Grade: 11

#### 1. Click release records

Windows Internet Explorer

Several reports will now be generated and sent, please be patient while this occurs.

OK

#### 2. Click OK

Request Date: 09/17/2012

Comments: None.

Releasing District & User

District	275 JEFFERSON COUNTY PUBLIC SCHOOLS	Name	System Administrator	Username	admin
Release Date	09/17/2012	Work Phone		Email	
Comments	None.				

Status: Records released to requesting district. Process Complete.

### Transfer Documents

- |                             |                         |
|-----------------------------|-------------------------|
| Transcript                  | HIGH SCHOOL REPORT CARD |
| Census Contact Summary      | Portal Report Card      |
| Extended Census Summary     | IEP                     |
| Enrollment History          | Special Ed Evaluation   |
| Schedule                    | Special Ed Documents    |
| Attendance Period Detail    | PLP                     |
| Assessment Summary          | PLP Documents           |
| Behavior Summary            | LEP                     |
| Health Condition Summary    | LEP Services            |
| Health Screening Summary    | LEP Accommodations      |
| Health Immunization Summary |                         |

**NOTE:** The former district cannot preview or control which records are sent in the transfer. In addition, after a record is requested or released, it cannot be canceled.

### New District receives released records from former district

New District will receive notice in Process Inbox 'Waiting'

Records transfers can be accessed in three areas of IC:

- Process Inbox
- Student Information | General | Student Records Transfer
- System Administration | Data Utilities | Student Records Transfer

**NOTE:** User group tool rights must be given to allow access to any of these areas.

### New District Process Inbox

Process Inbox				
		Process	Step	Posted Date Due Date
		Records Transfer	<a href="#">Waiting: Newton, Test2 2120359583</a>	09/15/2009

1. Select the link
2. **Transfer Documents** are **PDF documents** available for **download, saving** and/or **printing**.
3. **Data Imports** are **wizards** that can be ran to transfer data directly from the former district database to the new district database.

### Receiving District Runs Import Wizards

## User clicks on LEP Import Wizard

Releasing District User

District	275 JEFFERSON COUNTY PUBLIC SCHOOLS	Name	System Administrator	Username	admin
Release Date	09/17/2012	Work Phone		Email	
Comments	None.				

Status: Records released.

### Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary

- HIGH SCHOOL REPORT CARD
- Portal Report Card
- IEP
- Special Ed Evaluation
- Special Ed Documents
- PLP
- PLP Documents
- LEP
- LEP Services
- LEP Accommodations

### Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- IEP Import Wizard
- Special Ed Evaluation Import Wizard
- Special Ed Documents Import Wizard
- PLP Import Wizard
- PLP Documents Import Wizard
- KY State Reporting Import Wizard
- LEP Import Wizard

NOTE: If an item has been crossed out such as ~~PLP Import Wizard~~ above, then the student's record did not contain this item in the former district.

NOTE: Be aware that running import wizards multiple times for a student can result in duplicate records.

### Student Records Transfer - LEP Import

#### Import LEP record from 275 JEFFERSON COUNTY PUBLIC SCHOOLS

Enter the transferred data from the releasing district into your own local database.

\*Program Status **LEP**

Identified Date 08/18/2003

Expected Exit Date 06/01/2013

Program Exit Date

Parent Notified 08/13/2007

Parent Declined ☒

Interrupted Schooling ☐

**State Value Key:** Not LEP = 01:IFEP, LEP = 02: LEP, Exited LEP = 03: RFEP.  
Note that records with Pending status are not considered LEP.

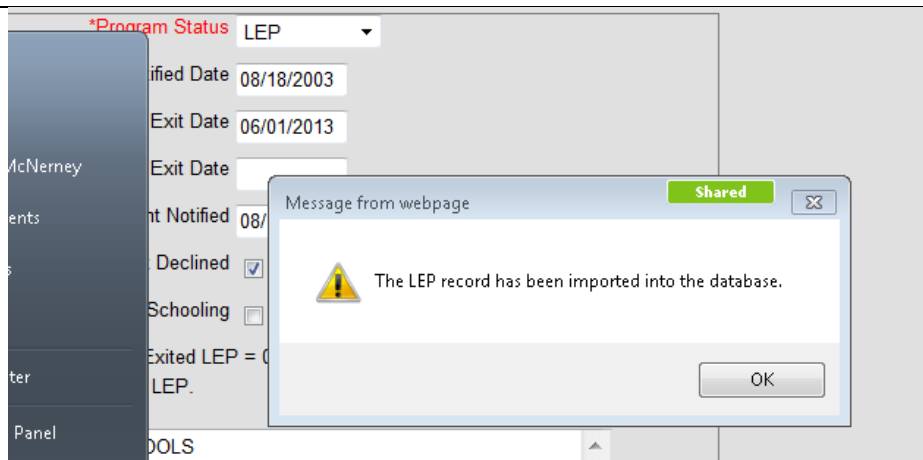
Comments

Imported from 275 JEFFERSON COUNTY PUBLIC SCHOOLS

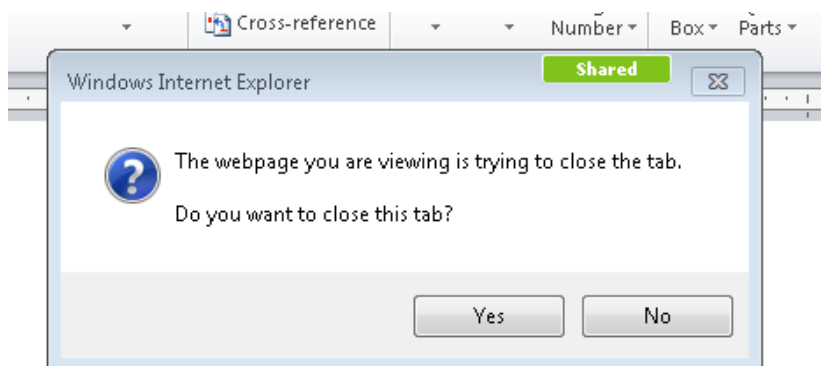
Save

- Once user has verified information is correct, they choose "save". A confirmation pops up:





- b. An additional box pops up confirming the user wants to close the save dialog; click yes.



- c. User is now redirected back to the summary/import screen.
- d. User must also run the **Extended Census Import Wizard** in order to pull over First US School and other key demographic information such as Primary Home Language. Ideally a clerk or admin who is transferring students in this way will run all the imports, but the **Extended Census and LEP imports are relevant to LEP.**

### Releasing District & User

District 301 Knox County Name Test Releasing Username releasing  
Release Date 10/09/2012 Work Phone Email  
Comments  
None.

Status: Records released.

### Transfer Documents

Transcript  
 Census Contact Summary  
 Extended Census Summary  
 Enrollment History  
 Schedule  
 Attendance Period Detail  
 Assessment Summary  
 Behavior Summary  
 Health Condition Summary  
 Health Screening Summary  
 Health Immunization Summary

IEP  
 Special Ed Evaluation  
 IEP Documents  
 PLP  
 PLP Documents  
 LEP  
 LEP Services  
 LEP Accommodations

### Data imports

Transcript Import Wizard  
 Extended Census Import Wizard  
 Enrollment History Import Wizard  
 Assessment Import Wizard  
 Immunization Import Wizard  
 Health Condition Import Wizard  
 Health Screening Import Wizard  
 IEP Import Wizard  
 Special Ed Evaluation Import Wizard  
 Special Ed Documents Import Wizard  
 PLP Import Wizard  
 PLP Documents Import Wizard  
 KY State Reporting Import Wizard  
 LEP Import Wizard

e. From the Summary/Import screen, click on Extended Census Import Wizard.

### Student Records Transfer - Extended Census Import

#### Import Census records from 275 JEFFERSON COUNTY PUBLIC SCHOOLS

Enter the transferred data from the releasing district into your own local database.

Values entered in the 'Value to Save' column will be saved into the student's current identity record.

	Current Value	Imported Value	Value to Save
Birth Country	Antarctica		80: Antarctica
Date Entered US			
Date Entered US School	08/14/2003	08/23/2001	08/14/2003
Home Primary Language	Spanish	Spanish	Spanish
Native American Language			
Birth Verification			
NickName		FERNANDA	FERNANDA
<div>Save</div>			

Note that the user has the ability here to view the value in the receiving district (current value) as well as the imported value (from original district) and to choose one of these values.